



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-GT-T

SEP 15 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G3-03 – Mandatory Leader Orientation Training for the Joint Readiness Training Center and Fort Polk

1. Purpose: To publish guidance for compulsory leader training and orientation programs for all designated leaders before or upon assumption of command or responsibility of units at the Joint Readiness Training Center (JRTC) and Fort Polk.

2. An assumption of command or responsibility brings with it the responsibility for the tactical and technical effectiveness of Soldiers, as well as the welfare, care, and well-being of Soldiers and their Families. Garrison organizations are mandated to assist commanders and senior noncommissioned officers in meeting their command responsibilities, and to that end, the JRTC and Fort Polk provides several mandatory programs for leaders as they assume their commands or responsibilities:

a. Company Commander/First Sergeant Course (CO CDR/1SG Course). This course provides newly designated CO CDRs and 1SGs with an overview of the JRTC and Fort Polk mission, and introduces installation agencies that support commanders and 1SGs in the performance of their mission. This course takes place from 1300 to 1630 daily over five days, Monday to Friday, every two months. CO CDRs and 1SGs should attend this course prior to the actual assumption of command or responsibility, but no later than 90 days after assumption of command or responsibility. The program of instruction (POI) is structured to give future CO CDRs and 1SGs an overview of policies, regulations, and lessons learned from installation agencies, and provides attendees an opportunity to interface with the Command Group. The CO CDR/1SG Course schedule is coordinated through the JRTC and Fort Polk Army Schools Program.

b. S3/Executive Officer (XO) Course (S3/XO Course). This course provides newly designated battalion S3s, XOs, and operations SGMs the installation points of contact to leverage installation capabilities necessary for the completion of their tasks, inclusive of the unit's training mission. This course is conducted as required, normally twice annually, over four working days from 1300-1630. The POI is structured to give future S3s, XOs, and OPS SGMs the appropriate knowledge of installation organizations and POCs that can serve as advisors and provide assistance in the conduct of unit operations. This course involves an open discussion with the Command Group. The S3/XO Course schedule is coordinated through the JRTC and Fort Polk Army Schools Program.

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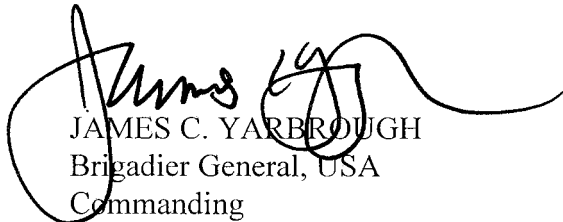
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c. Commanding General's New Senior Leader and Spouse Orientation. On a semi-annual basis, the commanding general and his spouse will host an orientation for new senior leaders and their spouses to provide a thorough orientation on the JRTC and Fort Polk opportunities, activities, and initiatives, and the mission, vision, and priorities of the commanding general. The senior leader and spouse orientation is a one day event for all senior leadership (CDR/CSM) at the battalion level and above, as well as primary brigade level staff, senior observer/controllers (O/Cs), mission staff principal officers, garrison directorates, and their spouses. The focus is on Soldier and Family welfare and discipline, and includes briefings, a windshield tour, a lunch, and culminates in a social attended by all other battalion level and above commanders and command sergeants major, senior O/Cs, and installation staff principals.

3. Verification of attendance at each compulsory leader training and orientation program will be conducted at the Human Weapons System Review (HWSR). All MSCs will provide to the HWSR a key leader nominal roll, which will track all key leaders at JRTC and Fort Polk, their attendance at the leader training and orientation programs, and provide a means of tracking key leader turn-over.

4. The MSCs should endeavor to send all key leaders to these programs prior to the actual assumption of command or responsibility in order to ensure their leaders are properly prepared. These activities are an integral part of establishing the solid credentials to be able to conduct each unit's mission while leading at the JRTC and Fort Polk. While these activities are mandatory, their usefulness becomes evident to all those that participate.

5. This policy remains in effect until superseded or rescinded.



JAMES C. YARBROUGH
Brigadier General, USA
Commanding

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